



Commission on Forensic Science
Standards and Certifications Advisor Committee (SAC)

MINUTES – APPROVED 11/05/18

September 10th, 2018

Immediately following the Commission on Forensic Science's Meeting 11:15 – 1:19 PM

200 S. Adams Street, Wilmington DE

Voting Committee Members Present:

Jamie Armstrong, CODIS Administrator, DFS
Johna Esposito, Quality Assurance Manager, DFS
Dr. Krystal Hans, Assistant Professor, Department of Biological Sciences, DSU
Julia Vekasy, Chief Forensic Investigator, DFS
Ashley Wang, Forensic Analytical Chemist in FCU, DFS

Voting Committee Members Absent:

Susan Wilgus, Forensic Nurse, Public Defender Office

Minutes:

1. Welcome, Call to Order-Johna Esposito
2. Review and Approval of Minutes from June 11th, 2018
 - a. Move to approve, Krystal, second by Jamie (approved)
3. New Member welcome
4. Discussion of the report to the commission.
 - a. Survey Results – Johna
 - i. Discussion of how we didn't get many results from offices with MEUs.
 1. Many MEUs are not with the labs and may not have a QAM
 2. Different MEUs do things differently as far as how they pay their FIs (i.e. some pay by scene they handle)
 3. Forensic investigators (the title) in other local jurisdictions don't have the same job description as our FIs here. It is not a good comparison.

- ii. Discussion of how many applicants with master's degree do not even accept a job because of pay
 - iii. Discussion of what to show from the results. Decided to show the lowest and highest salary for a given title.
- b. Salary comparison table – Krystal and Jamie
- i. GSA or Federal Pay.org shows what the cost of living difference and we could use that information as a column on the table (replace the location info).
 - 1. **Johna** will go through the survey and, to the extent possible, add this information to the survey respondents.
 - ii. **Ashley** will gather more data on FCUs for salary table (i.e from DC)
 - iii. **Julia** will send any data she has on salaries to Krystal and Jamie.
 - iv. Table Columns:

Unit/Position Title	Most-Applicable Corresponding DFS Title	GS Locality Pay Adjustment (Higher %age = Larger Cost-of-Living)	Population Served	Low-End of Salary Range	High-End of Salary Range	Union (<u>Y</u> es, <u>N</u> o, or <u>U</u> nknown)
---------------------	---	---	-------------------	-------------------------	--------------------------	---

- c. Career ladder proposals – Ashley and Julia
- i. Maybe mimic the GS government table?
 - ii. Agreed that the meets and/or recommendation from supervisor is required for promotion to a new tier
 - iii. Let's get rid of the I, II, and III and just have the tiers. Thinking the same thing for FIs
 - iv. **Ashley** will do Lab Manager career ladders for FCU/DNA (LMI ladder and an LMII ladder) and send to **Johna**, who will mirror those to work on them for TOX (Chief and Deputy Chief) and for the QAM.
 - v. **Julia** will work on career ladders for FIs, FMAs, and corresponding Supervisors (Chief and Deputy Chief).
 - vi. Have separate titles for ACs in FCU and ACs in TOX? If we did this, would the pay be the same?
 - vii. 2% raises after you reach the max (per year)?
 - viii. Starting with hire (till 10 years experience) with raises of 2-3% every 2 years. After 10 years, move to 6% raises every 5 years.
- d. Additional information for MEU – Julia
- i. Growth information from FI perspective. MEU is forecasted for 14% growth this year (due to 12% increase in drug cases).
 - ii. This is a 6 month snapshot compared to last year.

- iii. Looking at cases per person.
 - iv. Increasing caseload with substandard salary.
 - v. Johna suggests that Julia send this information to Jess, who is collecting data on numbers (meaning reasons for increasing staffing) for the Strategic Planning Committee.
 - e. Discussion of fire debris and how no new people are being brought on board for that.
 - f. Employee Retention – Johna
 - i. “stats” for why someone left are often somewhat word-of-mouth. Difficult to pinpoint why someone left. Often multiple reasons.
 - g. Assigning dollar figure cost to resignation – Johna will bulk this section up, include information on cost of training.
 - h. Assigning the argument for DFS-specific positions – If anyone (Ashley?) has any ideas for additional reasons why ACs and LMs are different, let me know.
 - i. GOAL is to finish the final draft of the Report for the next commission meeting, November 5th.
5. Adjourn – 1:19 (approved and seconded)